

VIEWING YOUR FINANCIAL AID

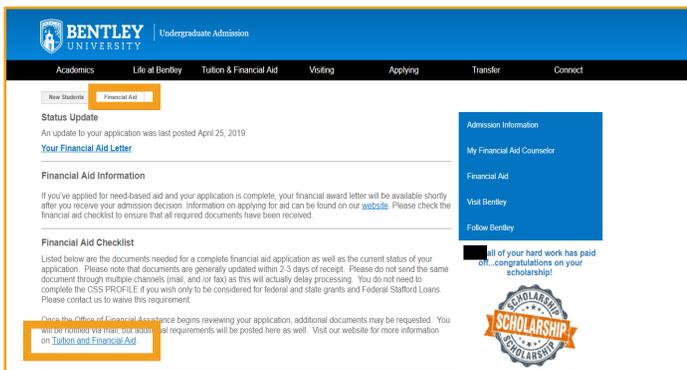
Here's how to review your financial aid information. Depending on your status, you will view this information in different places:

- During the application process, you'll view your financial aid information on Bentley's Applicant Portal (instructions below).
- Once you have received your award letter and the semester charges have posted to your account, you'll use Workday to view your financial aid information (instructions begin on page 4 of this document).

VIEWING YOUR FINANCIAL AID ON THE APPLICANT PORTAL

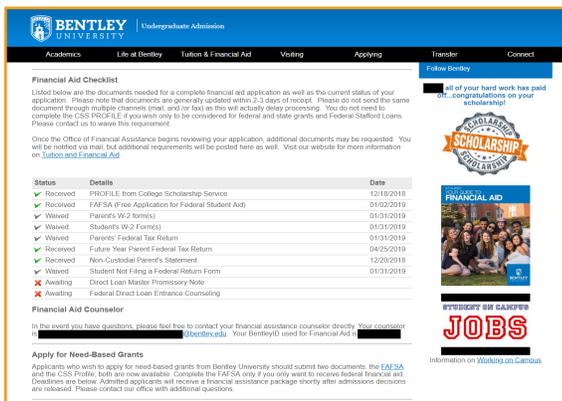
STEP 1

During your application process, you can check to see if you have a completed financial aid application or award letter by visiting the **Financial Aid** tab of the **Applicant Portal** and clicking **Status Update** in the upper left corner or the **Tuition and Financial Aid** link within the body of the webpage.



STEP 2

At the bottom of this page, you can review the **Financial Aid Checklist**, which contains your most recent financial aid application information—and will indicate if you are missing financial aid documents. Here, you can also find your financial aid counselor's name and contact information, along with your student ID.



STEP 3

To view your award letter, click **Your Financial Aid Letter**, which will pull up a 2-3 page PDF file. Please note: Outlines costs are estimates only, and actual charges may vary.

The screenshot shows the Bentley University Undergraduate Admission website. The navigation bar includes links for Academics, Life at Bentley, Tuition & Financial Aid, Visiting, Applying, Transfer, and Connect. The 'Financial Aid' link is highlighted with a red box. Below the navigation bar, there are tabs for 'New Students' and 'Financial Aid'. The 'Status Update' section contains a message: 'An update to your application was last posted April 25, 2019.' Below this, the link 'Your Financial Aid Letter' is highlighted with a red box. To the right, there is a blue sidebar with links for 'Admission Information', 'My Financial Aid Counselor', 'Financial Aid', 'Visit Bentley', and 'Follow Bentley'. At the bottom right, there is a circular seal that says 'SCHOLARSHIP' and a message: 'All of your hard work has paid off... congratulations on your scholarship!'.

The first page details your estimated **Cost of Attendance** and how much you can expect to pay.

June 1, 2019

Leslie Student
123 Main Street
Waltham, MA 02452

@01234567

Dear Shanice,

Congratulations on your admission to the Bentley University Class of 2023! We have reviewed your application for financial assistance and have enclosed your award for the 2019-20 academic year.

Estimated Direct Costs

Tuition	\$50,060
Activity Fee	\$410
Technology Fee	\$1,360
Room and Board	\$16,960
Enrollment Fee	\$250
Total Estimated Charges	\$69,040

Scholarships and Grants

	Fall 2019	Spring 2020	Total
Institution Grant(s)			
Bentley University Grant	\$5,000	\$5,000	\$10,000
Total Scholarship(s) and Grant(s)	\$5,000	\$5,000	\$10,000

Your estimated costs (direct charges less your scholarships, grants, and self-reported outside resources) for the academic year are \$59,040. We have several financing options available to help cover your costs. You can find these options here: <https://www.bentley.edu/offices/financial-assistance/financing-options>. Students interested in borrowing a loan should first consider their federal loan options which are listed below.

The second page lists estimated indirect costs, which cannot be billed directly to a student's account (for example, books, supplies, and personal expenses). The third page lists eligibility requirements, including any outstanding required documents.

Federal Student Loans

	Fall 2019	Spring 2020	Total
Federal Direct Subsidized Loan	\$1,750	\$1,750	\$3,500
Federal Direct Unsubsidized Loan	\$1,000	\$1,000	\$2,000
Total	\$2,750	\$2,750	\$5,500

When planning for the upcoming year's expenses there may be costs related to your enrollment that are not billed directly from Bentley University. We have estimated those costs below.

Estimated Indirect Costs

Personal	\$1,230
Books and Supplies	\$1,300
Transportation	\$700
Total Related Expenses	\$3,230

We want to ensure that you understand your financial aid award and have all of your questions answered. You can find more information on our website at: www.bentley.edu/offices/financial-assistance. If you or your parents would like to discuss your award, please call or stop by our office in the Rauch Administration Building. Our office hours are Monday through Friday 8:30 to 4:30. If these hours do not fit your schedule, please contact us at (877) 362-2216 or at finaid@bentley.edu and we would be happy to make alternate arrangements.

We hope this information is helpful as you make your financial plans for the academic year.

Sincerely,

Katherine Anderson
Director

ELIGIBILITY REQUIREMENTS

Your financial aid is based on the following assumptions:

Your institutional aid is based on full time enrollment during the 2019-20 academic year, which is 12 or more credit hours. If you are enrolled less than full time, your award will be reduced or canceled.

Your federal financial aid is based on full time enrollment during the 2019-20 academic year, which is 12 or more credit hours. If you are enrolled less than full time, your award will be reduced or canceled. You must be enrolled at least half time to maintain federal eligibility, and some awards may be pro-rated or reduced. Please contact your financial aid counselor with any questions.

Outstanding Requirements:

If any of the documents listed below are marked with an *, your award is considered tentative until the documents are received. Other documents listed below may only be required if you plan to accept certain types of aid listed in your award letter. Please see below for additional information.

* Missing Document



VIEWING YOUR FINANCIAL AID IN WORKDAY

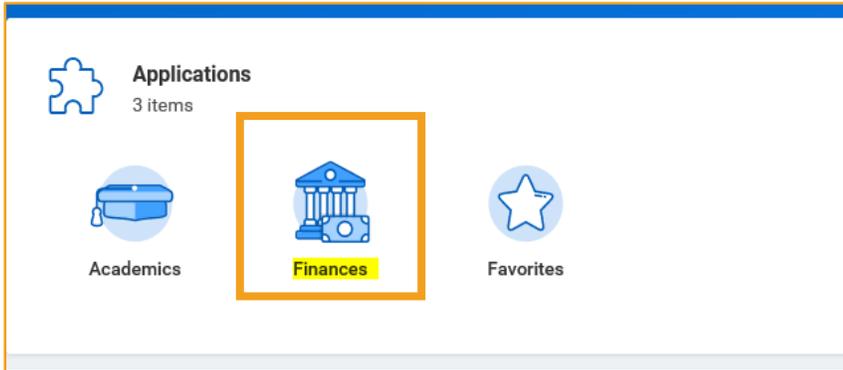
Once you become a student, you'll view your financial aid in Workday. The first step is to confirm that your aid is equivalent to amount displayed in the Applicant Portal.

In the example from the Applicant Portal the student is receiving a total of \$7,722:

- \$5,000 Bentley University Grant
- \$1,732 Federal Direct Subsidized Loan. This is the net amount after the loan fees for the federal loan program are deducted.
- \$990 Federal Direct Unsubsidized Loan. This is the net amount after the loan fees for the federal loan program are deducted.

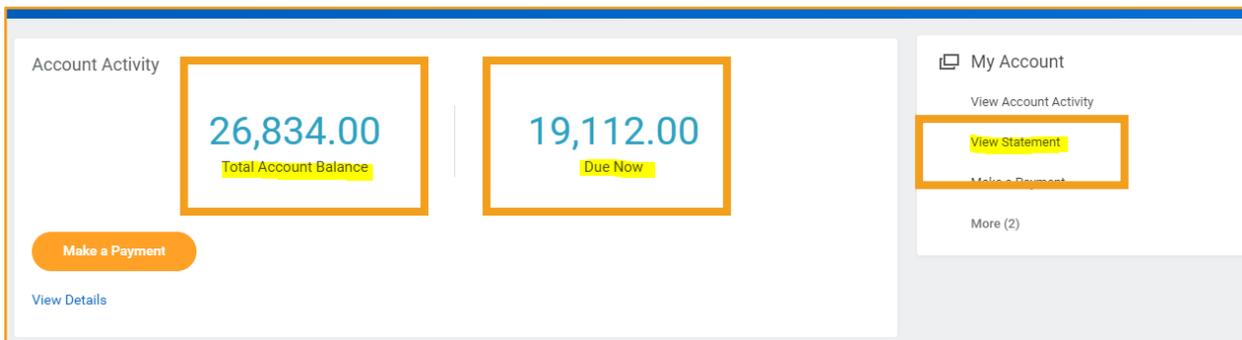
STEP 1

After logging in to Workday, click on the **Finances** icon.



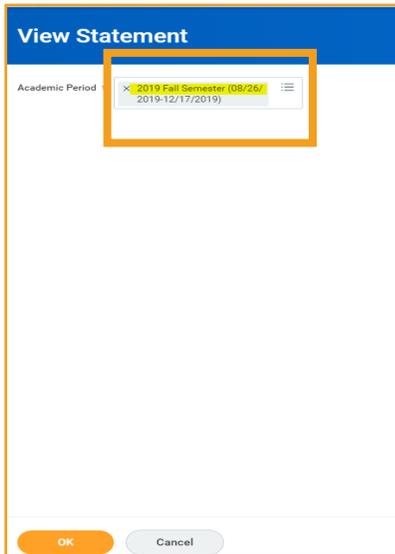
STEP 2

In the **Account Activity** section, you'll see your **Total Account Balance** and the amount that is **Due Now**. The **Due Now** section includes your past due and current charges, minus any pending financial aid and/or payments. You can click **View Statement** for a more detailed view.



STEP 3

In the **View Statement** section, go to **Academic Field**, choose the semester you want to review, and click **OK**.



STEP 4

Next, you will see the **Anticipated Payments** section, which lists any pending payments and/or anticipated aid. Click **Generate PDF** to see your pending financial aid and anticipated payments.

The screenshot shows the 'Anticipated Payments' section with 3 items. The table below lists the details of these payments.

Date	Anticipated Payment	Amount
07/01/2019	Bentley University Grant	5,000.00
07/01/2019	Federal Direct Subsidized Loan	1,732.00
07/01/2019	Federal Direct Unsubsidized Loan	990.00



The statement below should equal the the amount shown on the Applicant Portal. In this case, the student is receiving a total of \$7,722:

- \$5,000 Bentley University Grant
- \$1,732 Federal Direct Subsidized Loan
- \$990 Federal Direct Unsubsidized Loan



Student Statement

Student	[REDACTED]	Balance from This Period	\$ 19112.00
Student ID	[REDACTED]	Balance from Past or Future Periods	\$ 0.00
Academic Period	2019 Fall Semester	Total Balance	\$ 19112.00
Period Date Range	08/26/2019-12/17/2019		
Academic Level	Undergraduate		

Charges

Date	Description	Amount
Jul 1, 2019	Fall Tuition - Undergraduate	\$ 25030.00
Jul 1, 2019	Student Activity Fee - Undergraduate	\$ 205.00
Jul 1, 2019	Health Insurance - Undergraduate	\$ 1919.00
Jul 1, 2019	Technology Fee - Undergraduate	\$ 680.00
	Total Charges	\$ 27834.00

Payments and Credits

Date	Description	Amount
Jun 20, 2019	Enrollment Deposit	\$ 1000.00
	Total Payments Applied This Period	\$ 1000.00

Anticipated Payments

Description	Amount
Bentley University Grant	\$ 5000.00
Federal Direct Subsidized Loan	\$ 1732.00
Federal Direct Unsubsidized Loan	\$ 990.00
Total Anticipated Payments	\$ 7722.00

Refunds

Date	Description	Amount
	Total Refunds	

Payment options and other important information can be viewed on the Student Financial Services website:
<https://www.bentley.edu/offices/student-financial-services>

Please feel free to contact the Student Financial Services Office at 781-891-2162 or ga_sfs@bentley.edu if you have any questions. Checks made payable to Bentley University can be mailed to: 175 Forest Street, Rauch 123, Waltham, MA 02452. Please include the Bentley student ID # on the check.



STEP 5

Once your aid has been applied to your account, you can return to the **Account Activity** page (Step 2), and click the **Transactions** tab.

Due Now Details				
10 Items				
Academic Period	Transaction Date	Due Date	Description	Amount
2019 Fall Semester (08/26/2019-12/17/2019)	07/02/2019		Federal Direct Unsubsidized Loan	(990.00)
2019 Fall Semester (08/26/2019-12/17/2019)	07/02/2019		Federal Direct Subsidized Loan	(1,732.00)
2019 Fall Semester (08/26/2019-12/17/2019)	07/02/2019		Bentley University Grant	(5,000.00)